Checklist for Businesses

City of Carlsbad

GET READY

Anywhere from 15% to 40% of businesses will not be able to reopen following a major emergency. Help get your business prepared by starting with this easy checklist.

Personal safety
- ☐ Collect emergency contact information for employees.
- ☐ Create a visitor sign in log so you can track who is on site during an emergency.
- ☐ Review employee evacuation plans (create one, if necessary).
- ☐ Create a plan for how and when employees would be released during an emergency.
- ☐ Conduct a fire alarm drill (good practice and it will raise wildfire threat awareness).
- ☐ Urge employees prepare their families and homes for an emergency.

Facility
- ☐ Eliminate potential fire hazards in and around your facility.
- ☐ Consider a fire safety inspection.
- ☐ Stock 72-hours of water, food, batteries and bedding in case you are ordered to shelter in place.

Communication
- ☐ Ask all employees and managers to register with Alert San Diego to be notified of emergencies in your business location.
- ☐ Follow city's official social media channels.
- ☐ Have a battery powered radio tuned to 760 am or another emergency channel.
- ☐ Designate one or more employees to monitor the news during an emergency.
- ☐ Prepare a standard media response that your company is approved to use during an emergency.

Data
- ☐ Consider using a cloud-based server for storage.
- ☐ Keep weekly data backups off-site.
- ☐ Keep physical documents that can't be replaced in a bank safety deposit box.

Assets
- ☐ Consider an insurance audit to ensure you have adequate coverage for emergency situations.

Customers
- ☐ Create a plan for how you will communicate with customers during an emergency.

Vendors
- ☐ Create a list of important vendors in a format that you can take with you if you need to evacuate quickly.

More resources are available at **carlsbadca.gov/prepare**